

*Virginia*  
**DOR**  
DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Fee \$55.00

A check or money order payable to the TREASURER OF VIRGINIA, or a completed credit card insert must be mailed with your application package.

Type of License (Check applicable categories)	Fee	8
Esthetician 1261	\$ 55.00	<input type="checkbox"/>
Master Esthetician 1264	\$ 55.00	<input type="checkbox"/>
Esthetics Instructor (Must hold a current VA Esthetician License) 1262	\$ 60.00	<input type="checkbox"/>
Master Esthetics Instructor (Must hold a current VA Master Esthetician License) 1265	\$ 60.00	<input type="checkbox"/>

9. Are you applying for the instructor's certification? (Effective September 20, 2007 to September 19, 2008)

No ☐

Yes ☐ If yes, attach 1 year of documented work experience as an esthetics instructor or as a master esthetics instructor.

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	12	LICENSE NUMBER	ISSUE DATE
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10. Which method are you using to qualify for licensure? Select only **one**.

- ☐ **Three years of documented work experience as an esthetician or master esthetician.**  
**Required Documentation:** A sworn affidavit, on company letterhead, from a company owner or managers, or at least 25 client letters documenting service(s) provided, facility, and date of services. documenting work experience as an esthetician or as a master esthetician.
- ☐ **Completion of an esthetics training program that is deemed satisfactory by the Board**  
**Required Documentation:** Documentation from a school verifying subject matter covered and training completed.
- ☐ **Unexpired registration, certification, or license as an esthetician or as a master esthetician from another state or jurisdiction.**  
**Required Documentation:** An original Certification of Licensure prepared by the state board or licensing body.

11. If applicable, please list all current and expired esthetician or master esthetician licenses, certifications or registrations you hold in other states or jurisdictions (you may attach paper if necessary).

License Number	State	Expiration Date	Name on License (First, Middle, and Last)

- + Please attach an original Certification of Licensure (no more than 60 days old). The Certification of Licensure must be:
1. prepared by the state board or licensing body in which you are currently licensed;
  2. in an unopened envelope with the seal or signature of the state board overlaying the flap on the back of the envelope and addressed to the Virginia Board for Barbers and Cosmetology; and
  3. submitted (UNOPENED) with this license application.

12. Have you ever been subject to a disciplinary action imposed by any (including Virginia) local, state or national regulatory body?

No ☐

Yes ☐ If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. Have you ever been convicted in any jurisdiction of a misdemeanor or felony? *Any plea of nolo contendere shall be considered a conviction.*

No ☐

Yes ☐ If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.  
*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Midlothian, Virginia 23261-7472.  
*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor charges (in any jurisdiction) prior to receiving the requested license. I certify that I understand, and have complied with, all the laws of Virginia related to barber and cosmetology licensure under the provisions of Title 54.1, Chapter 7 of the *Code of Virginia* and the *Virginia Board for Barbers and Cosmetology Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Σ State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.